FORM RM-1
REV. 2/75

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO.
C-467

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Baltimore County Office of Finance	General Accounting
AGENCY	DIVISION

Item No.	Description	Retention
1	EMPLOYEES' CREDIT UNION PAYROLL DEDUCTION AUTHORIZATION FORMS These are forms showing employee's name, account number, payroll number, Social Security number, amount to be deducted, effective date and employee's signature. Also, changes of increases or decreases in deductions. File Arrangement: Alphabetical	Retain for three years after termination, then destroy.
2	EMPLOYEE'S GROUP LIFE INSURANCE PLAN ACCEPTANCE AND PAYROLL DEDUCTION AUTHORIZATION FORM These are forms showing employee's payroll number, employee's name, department, date of employment, beneficiary's name, relationship and address, optional type date and signature. File Arrangement: Alphabetical	Retain for three years after termination, then destroy.
3.	EMPLOYEES' UNITED STATES SAVINGS BOND DEDUCTION AUTHORIZATION FORM These are forms showing employee's Social Security number, name, payroll number, amount to be deducted from pay, denomination of bond and the name, address the bond is to be registered and beneficiary's name Date and signature. File Arrangement: Alphabetical	Retain for three years after termination, then destroy.

Approval for Baltimore County:

Frank R. Thornton 2-24-78
Records Management Officer

Schedule approved by Department, Agency or Division Representative

Walter R. Richardson	Director of Finance	
Signature	Title	Date

Item No.	Description	Retention
4	**EMPLOYEES' ANNUAL CHARITY CONTRIBUTION DEDUCTION AUTHORIZATION FORMS** These are forms showing employee's name, Social Security number, amount of deduction to be made from payroll, signature of employee and date form filed. The authorization for this deduction is required annually. File Arrangement: Alphabetical	Retain for three years after the year in which the deductions were authorized, then destroy.

PS-942